

PROFESSIONAL DEVELOPMENT PROGRAM

MACQUARIE UNIVERSITY – S2 2021

Online Workshop 2 – 18 August 2021



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ZOOM PROTOCOL

1. **Mute Audio** – press space bar to unmute and ask a question
2. **Video Feed**
We may need to turn Video feed off if we are having technical issues
3. **Today's Session**
Combination of Screen Share, Polls, Questions. There will be plenty of time so please wait until Facilitator opens up questions.
4. **Questions/Comments**
Live: Please unmute and introduce yourself before you start
Chat: Please wait until Chat is open – select 'Everyone' when asking questions
5. **Be respectful of all participants**
Do not talk over others
Wait until allocated times for questions
6. **Private questions**
There will be a short time set aside to answer these at the end

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HOUSEKEEPING

- Attendance – is compulsory / **evidence necessary** for any absence (e.g. medical cert for illness)
- If for any unforeseen reason you are going to be delayed, or not able to attend a workshop, notify us as soon as possible **prior** to that session.
- Your attendance at each workshop will automatically be recorded on Zoom.
- Evidence for absence should be submitted as soon as possible, and before the next workshop.
- For all emails, please be sure to **send to both Jen and Vicki**
- Confidentiality
- Respecting and listening to each other's opinions / letting each other talk
- Being focused while present
- Your input forms part of what others take away from these sessions. Ownership. Give as well as receive!
- Participate in interactive activities to the best of your ability – we are here to learn from each other
- A form to record your 20 additional hours is on the webpage – please submit these by Wednesday
- 18th October.

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TODAY'S OVERVIEW

| | |
|--------------|------------------------------------------------------------------------|
| 12:00-12:15 | Welcome + Recap + Informational Interviews |
| 12:15-12:30 | Career Action plan |
| 12:30-12:50 | Job Search Strategies |
| 12:50-2:00pm | Effective Applications – Resumes, cover letters and selection criteria |

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WHAT TO EXPECT



Session 1

- The changing world of work
- What do employers want
- VIPS and building your skills
- Building experience and improving your skills
- Planning your career
- Grad programs



Session 2

- Recap-Planning your career
- Informational Interviews
- Career Action Plan
- Job Search
- Applications: Resumes & Cover letters



Session 3

- Recap
- Interview Skills
- Phone interviews
- Video interviews
- Psychometrics & gamification



Session 4

- Recap
- Assessment Centres
- LinkedIn
- Networking



Session 5

- Recap
- Professional Branding
- Classroom to Boardroom
- Workplace Etiquette
- Compass Exercise
- Career action plan

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RECAP

Take a minute to reflect:

What did you learn during workshop 1?

- The changing world of work
- What do employers want
- VIPS and building your skills
- Building experience and improving your skills
- Planning your career



Photo by [Katherine McCormack](#) on [Unsplash](#)

How did Careers Week go? What events did you attend? Any outcomes?

Type your response into Chat

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EMPLOYER INTERVIEWS

Share the results of
your Informational
Interviews

Go to Chat and describe
your experience in 3 words

Any tips to share?



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QUESTIONS FOR EMPLOYER INTERVIEW

- **“What skills are you looking for when hiring new employees?”**
- **“How can a candidate make sure he/she stands out from the crowd?”**

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EMPLOYER INTERVIEW RESULTS S2, 2021 – TOP 10 SKILLS/ WHAT MAKES APPLICANTS STAND OUT

- Experience – professional and core capabilities
- Ability to connect experience to role – specific relevant examples, community/volunteering as well.
- Communication – verbal and written
- Ability to engage effectively in interview – well-prepared, able to develop rapport, presentation, body language, conversation
- Team player – good team fit and cultural fit
- Passion/ motivation/ drive/ enthusiasm/ positivity
- Great application – stand out cover letter, relevant selection criteria responses, skills learned from previous experience, key words – submit application ASAP!
- Customer service/client focus
- Willingness to learn/ growth mindset – can be evidenced by completion of short courses
- Self awareness – recognize strengths and weaknesses, insight.

NB Problem solving ability, organisational skills and research of the organisation were also valued by employers.

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EMPLOYER FEEDBACK S2 2020 & S1 2021 - TOP 10

Semester 1 2021

1. Communication- active listening
2. Teamwork – being collaborative, work with different personalities
3. Passion and motivation .
4. Adaptability, resilience and flexibility
5. Business/industry understanding
6. Organisational - time management,
7. Knowledge and experience – technical skills
8. Willingness to learn
9. Thinking – critical, outside the box, logical, design thinking
10. Problem solving

Semester 2 2020

1. Prior industry experience – technical skills
2. Communication
3. Extra-curricular/ sense of community
4. Research of organisation and industry
5. Passion and motivation
6. Eager to learn/ growth mindset
7. Resilience and adaptability
8. Teamwork
9. Time management
10. Look professional

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WHAT MAKES A CANDIDATE STANDOUT? (S1 2021) – COMPARE

1. Research
2. Extra-curricular, voluntary work, hobbies, activities outside of uni studies
3. Being aware of relevant skills/strengths and being able to articulate, using STAR
4. Presentation – appearance, confidence, evidence of preparation, strong communication
5. Well presented resume and cover letter which clearly address the requirements
6. Authenticity, being able to tell your personal story
7. Genuine interest and enthusiasm – know which area of the business interests you and why

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YOUR CAREER PLAN



- Remember: **SMART** Goals (Specific, Measurable, Attainable, Relevant, Timely)

Steps for completing your Career Action Plan:

- Include your primary career goal and interests
- Identify long-term professional goals
- Identify short-term goals that help you reach your long term goals
- List 2-3 activities that will help you accomplish your short term and long-term goals
- Write down additional skills that you would like to develop this semester (and/or before completing your degree)
- Describe check-points (how will you know if you were successful)

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YOUR CAREER PLAN

| Career/Future Plan | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Who you are? Analytical, driven, ambitious, perceptive, creative, enjoy working with numbers / money, inquisitive, systematic, disciplined Education A Levels – Maths, Chemistry, Physics Masters – MChem PhD – Computational Chemistry MBA - Warwick Employment etc Sun Valley – factory operative Exe Computers – owner/manager Severn Trent Laboratories - Analyst - Team Leader - Logistics Manager E-Local Trading – Futures Trader Personal preferences Being involved in a competitive environment with opportunities for performance Values Maximise return on time, create efficiency, contribute to team objectives or perform as individual Limitations International experience, foreign language | My Goals: | | |
| | Short Term Work – Secure a position with opportunity for progression on demonstration of ability Home – Visit brother in Canada. Support younger brother in developing surgery plans | Mid Term (2-5 yrs) Develop into a senior role Confirm commitment to long term relationship | Long Term >5yrs Head business unit/venture Support family situation |
| | Current competencies, skills, knowledge, experience Analytical, modelling, chemistry, logistics, systems, processes, project management, innovation Interest rate futures markets, technical, fundamental, psychological Management, property, trading, research, business improvement | | |
| Development needs and skills required for current job and future goals Understanding of other investment techniques – to be satisfied by majoring in Finance during the MBA Gain exposure to company strategy to add to day to day performance management experience and to lay foundation for more senior position Participate in opportunities to create and develop new business units or entry into new markets. | | | |
| Action Plan Develop plan to utilise MBA placement as an opportunity to experience and demonstrate ability to potential future employers. Investigate trading availability in sectors other than banking e.g. EON, BP | | | |

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RECAP

how will **you**
stand out from the crowd?



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HOMework

On page 6 of your Session 1 workbook, record your Career Goal.









Make a detailed note in your Session 1 workbook of what you will include in your Career Action Plan

Take the MQ Career Ready Self-Assessment (see Session 1 workbook page 7)

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HOMework

- Complete the **homework exercises** in your PDP workbook
- Find the link on the PDP resources webpage to complete your MQ Career Ready Self-Assessment so you can start completing online exercises that align with the topics covered in the PDP

| | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>Self-Awareness</p> <p>0 of 3 required tasks completed</p> <p>0%</p> <p>Start</p> |  <p>Career Possibilities & Decisions</p> <p>0 of 4 required tasks completed</p> <p>0%</p> <p>Start</p> |  <p>Workplace Skills</p> <p>0 of 6 required tasks completed</p> <p>0%</p> <p>Start</p> |  <p>Hunting for Jobs</p> <p>0 of 3 required tasks completed</p> <p>0%</p> <p>Start</p> |
|  <p>Resumes & Applications</p> <p>0 of 2 required tasks completed</p> <p>0%</p> <p>Start</p> |  <p>Interviews & Offers</p> <p>0 of 3 required tasks completed</p> <p>0%</p> <p>Start</p> |  <p>Preparing for Work</p> <p>0 of 2 required tasks completed</p> <p>0%</p> <p>Start</p> |  <p>Career Well-being</p> <p>0 of 4 required tasks completed</p> <p>0%</p> <p>Start</p> |

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HOW TO PLAN YOUR CAREER



Questions?

Job Search Strategies

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DO YOUR RESEARCH



- Industries
- Organisations
- Job market
- Job requirements
- Trends
- Job prospects
- Working environments
- People

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LABOUR MARKET INFORMATION



Recruitment Insights Report – July 2021

Recruitment activity

45%

Change since June 2021¹:

▼ 4% pts

Recruitment difficulty rate

52%

Change since June 2021:

▲ 2% pts

Expect to increase staff

19%

Change since June 2021:

▼ 1% pt

LABOUR MARKET INFORMATION



Recruitment Insights Report – February 2021

Recruitment activity¹

46%

Change since December 2020²:

▲ 1%

Recruitment difficulty rate

38%

Change since December 2020:

▼ 1%

Expect to increase staff

20%

Change since December 2020:

▼ 2%

JOB VACANCIES



Vacancy Report (Preliminary) – July 2021

Job advertisements

232,600

(Seasonally adjusted)

Change over month:

▼ 3.0%

(down by 7,200 job ads).

Change over year:

▲ 71.6%

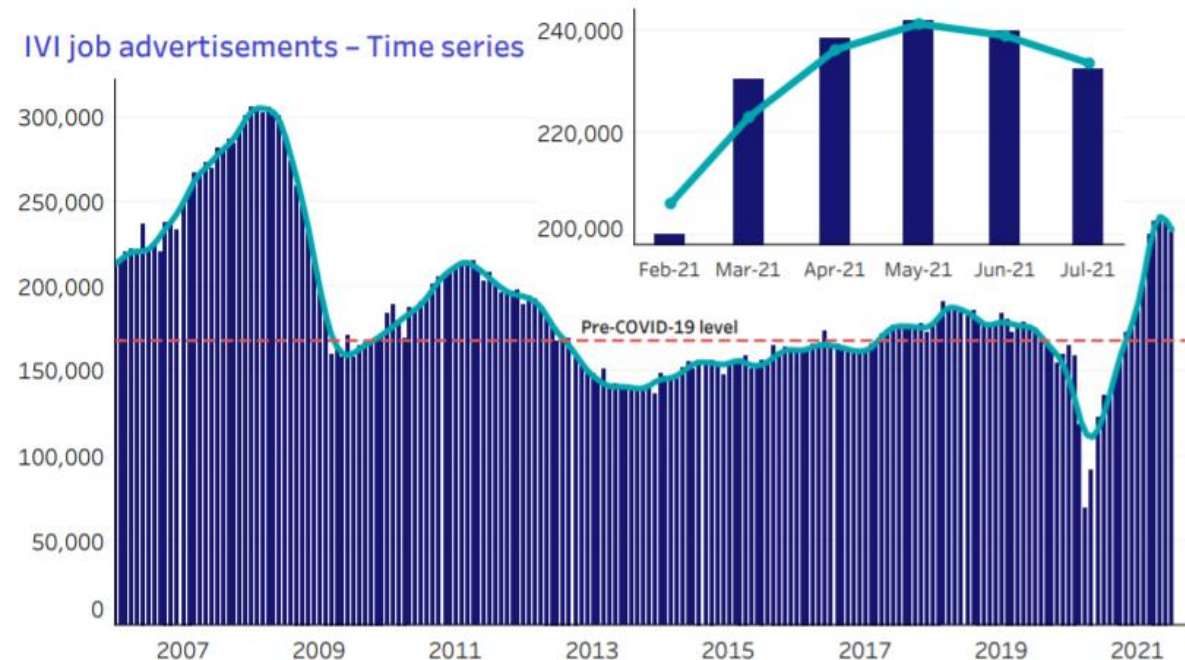
(up by 97,000 job ads).

Pre-COVID change:

▲ 38.3%

(up by 64,400 job ads).

IVI job advertisements – Time series

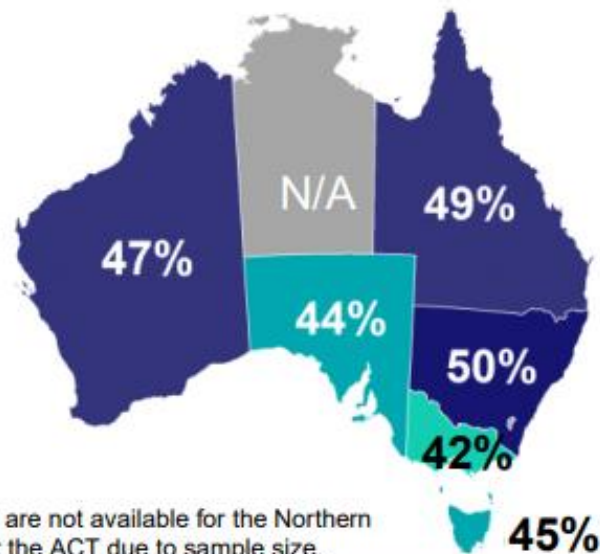


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LABOUR MARKET INFORMATION

Recruitment by state and territory

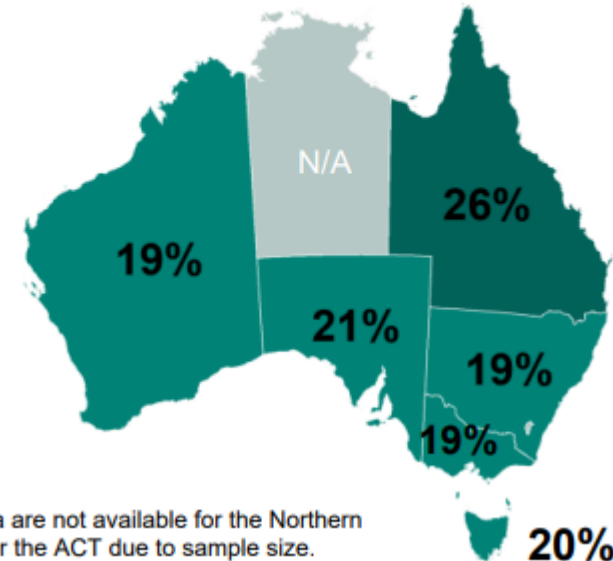
proportion of employers who are recruiting by state



Note: Data are not available for the Northern Territory or the ACT due to sample size.

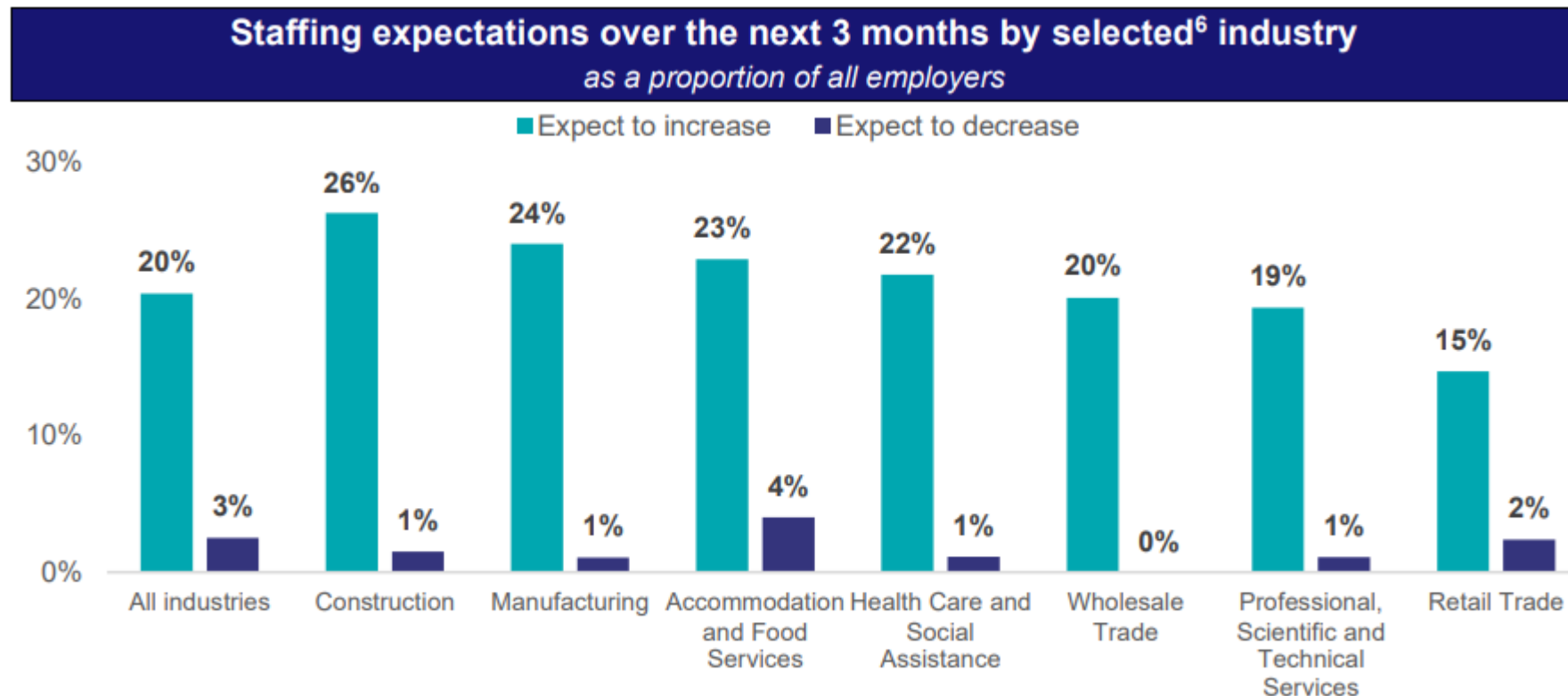
Expectations to increase staff

as a proportion of all employers



Note: Data are not available for the Northern Territory or the ACT due to sample size.

LABOUR MARKET INFORMATION



STAY IN TOUCH

- Follow the news, keep up to date
- Be aware of trends
- Look for the emerging opportunities



*Check websites such as the **Labour Market Information Portal** for updates:*

<http://lmip.gov.au/default.aspx?LMIP/GainInsights/SpecialTopicReports>

<http://lmip.gov.au/default.aspx?LMIP/GainInsights/EmployersRecruitmentInsights>

*Australian Gov Dept Education, Skills and Employment
<https://www.dese.gov.au/employment>*

What are some ways that you could look for work?

Discuss briefly in groups.

Then make a note of some ideas in your workbook
(P. 3 Session 2 workbook)

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JOB SEARCH STRATEGIES



- Cold calling
- Informational interviews
- Attend Careers events
- Personal contacts
- Opportunities with current employer
- MQ Student Employment
- Check/join Professional Associations
- **Build your network!**

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PROFESSIONAL ASSOCIATIONS

How can they help you?

- **Mentoring**
- **Conferences**
- **Seminars**
- **Job boards**



- **Web resources**
- **Career workshops**
- **Networking events**

<http://www.journozt.com/ausproforgs.html>

<http://www.graduatecareers.com.au/industry-contacts/>

Questions?

Effective Applications

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EFFECTIVE APPLICATIONS



Resumes & Cover letters



Poll:
How is your resume?

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PURPOSE OF A RESUME



- Your Marketing Tool – to get you to the next stage in the selection process eg an interview.
- To show the employer what you have to offer
- To show the employer that you are a **good fit** for the role → targeted directly at role
- Summary of your **skills, knowledge, qualifications and personal qualities**
- To stand out from other candidates

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WHAT EMPLOYERS LOOK FOR IN APPLICATIONS

ARE YOU WELL-ROUNDED?

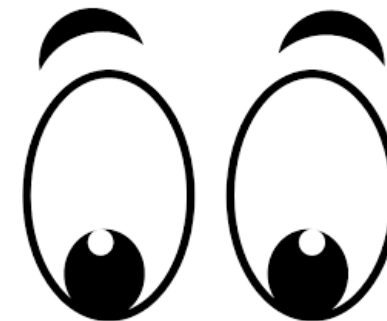
| | | | | | |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------|
|  | Can you do the job? (skills, qualities, achievements) |  | Will you do the job? (attitude, aptitude) |  | Will you fit in? (cultural fit) |
|  | WAM (credit average) Study area |  | Work experience |  | Specific Skills |
|  | Extracurricular Activities |  | Working rights |  | Flawless resume |

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Each resume you send should be 'tweaked' to target the job

***TAILOR** your resume!*

- Read the job ad carefully – look for **Explicit** and **Implicit** information
- Be prepared to **move** sections around
- Be prepared to **cull** irrelevant information
- **Highlight** relevant skills and experience
- View your resume **through the eyes of the recruiter!**



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STEP 1. JOB ANALYSIS

Sales - 2020 Graduate Role

At P&G we want you to get your career off to a fast start. That's why we don't have a traditional Graduate program with rotations or gradual ramp-up periods. We hand you real responsibility from the moment you walk through the door. We believe it's the best way to learn.

From day one, you'll help develop or support household name brands you know & trust while working in roles that have a direct impact on our global, US\$65 billion-dollar business. You could be overseeing a brand with multi-million dollar sales, supporting the launch of a new product in to the market or work on strategic business priorities to enable us to WIN. There's no limit to what you can achieve here.

Winning feels good. That's why our Sales team makes sure everyone wins at P&G – our customers, our people, and our company. You'll work in a diverse, fast-paced environment, getting significant business responsibility from day one – leading in-market strategies across multiple product lines while developing deep expertise in P&G brands and categories. Where do you start? In one of the world's best sales training programs. From sophisticated data analysis to winning propositions, you'll gain the trust of a variety of customers by delivering insights, ideas, and innovation to build our brands and categories.

Sales Graduates start as a Business Development Manager, in your first assignment you're responsible for a territory of customer accounts. You'll spend a lot of time out on the road, partnering with our customers to understand their needs. Importantly, you'll sell, implement, and evaluate joint business plans with the customer to deliver sales and shipment. You'll also sell new initiatives, developing and rolling out creative merchandising plans.

We have Sales roles available in Sydney and Melbourne starting in Feb 2020. Successful applicants MUST be willing to start in either city for your first assignment (approx. 12 months) with your long-term career based out of Sydney.

WHAT WE'RE LOOKING FOR

Could you be one of P&G's next leaders? You just might be, if you:

- * Currently completing final year of a University degree or a recent graduate (within the past 2 years)
- * Have a minimum credit average across your University results
- * Are an Australian citizen or permanent resident, including New Zealand citizens
- * Hold a valid Driver Licence or will have by the time you start at P&G (required only for Sales roles)
- * Gained strong experience leading others at work, in sporting teams, student societies or clubs etc.
- * Are a passionate about the world around you and contributing to your community
- * Possess an analytical mind, can think strategically and foster innovation in all you do
- * Are a collaborative team player with a passion for winning!

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STEP 1. JOB ANALYSIS

In your workbook there is a skills/examples inventory. Pick one skill (e.g. Analytical skills) mentioned in the previous job ad. Think of an example where you have used this skill (e.g. in your current job).

| | Gained strong experience leading others at work | Possess an analytical mind | Are a collaborative team player | Contributing to your community |
|-----------------|-------------------------------------------------|----------------------------|---------------------------------|--------------------------------|
| Current p/t job | | | | |
| Internship | | | | |
| University | | | | |

Brainstorm with dot points to start with, then select the best examples and flesh them out with detail. Spend a few minutes on this now.

HOMEWORK: Section 8 of your Session 2 workbook, page 3. Select 2 job ads of your choice and perform a job analysis.

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STEP 2. RESEARCH AND PREPARATION

Purpose

- Shows initiative & enthusiasm
- Gathers information for your application
- Assists you in making an informed decision about whether you want to work for the organization

What to research

- The role
- The company & team/department/division
- The manager/supervisor
- The culture/working environment
- Trends & recent events in the industry/company

Where to research

- Online (newspaper, blogs, chat rooms, company website, social media)
- Industry journals, newspapers, magazines
- Employer associations
- Networking (e.g. careers fairs, LinkedIn, friends, current employees, informational interviews)

- *Be creative in your research...*



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STEP 3. CONTENTS OF A RESUME

- **Personal Details:** Name, Email, Mobile number, Address (?), LinkedIn
- **Career objective:** summary of goals/skills, use buzz words
- **Personal Profile:** Who are you, what are you looking for, why you?
- **Key educational qualifications:** current first (include awards & scholarships)
- **Professional memberships:** CPA/CA, AML, etc.
- **Employment experience:** paid + casual, dates, company, detailed description
- **Core skills:** (IT, Languages, soft skills)
- **Extracurricular activities:** student societies, GLP, sports, volunteering
- **Leisure Interests:** Only if interesting; point of differentiation
- **Referees:** professional and/or academic with title, contact details

Not necessarily in this order!

Structure is just as important as content.



CAREER OBJECTIVE

I am a second year B.Commerce student and I am looking to gain some relevant experience in the working world.



I am second year Bachelor of Commerce student majoring in human resources management. I am seeking an internship within the talent management division of a leading corporate bank, where I am able to utilise my strong communication and stakeholder management skills.

EDUCATION

Bachelor of Commerce (majoring in Human Resources)

Macquarie University, *Expected completion December 2022*

GPA: 3.5/4

Key subjects (list 3-5 that are relevant to job you are applying to)

Organisational Behaviour

Workplace Relations

International Human Resources Law

Major projects (optional)

Developed a greater understanding of comparative human resources frameworks across key economies in Asia and Europe. I analysed the global FMCG, Unilever to understand the issues an international organisation faces with respect to cultural and personnel sensitivities across its global businesses.

Achievement:

Was ranked third (in a class of 95 students) in HRM 201 - Workplace Relations



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EMPLOYMENT EXPERIENCE



MACQUARIE
University

Customer Service

- Developed strong verbal communication skills by dealing with customers both over the phone and in person on the shop floor.
- Ensured customer satisfaction by understanding customer requirements, making appropriate recommendations, and providing after-sales support.

Sales

- Educating myself about various products through product literature and online product reviews
- Proactively promoting products to customers, resulting in being awarded 'Employee of the Month' for April 2018.

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RESUME STYLE AND LAYOUT

JOAN E. JOBSEEKER

E: joane@jobseeker.com • M: 555-555-5555 • New York, NY 10128
[linkedin.com/in/joanejobseeker](https://www.linkedin.com/in/joanejobseeker)

FINANCIAL ANALYSIS & REPORTING

Meticulous **Financial Analyst** who undertakes complex assignments, meets tight deadlines and delivers superior performance. Possesses practical knowledge in corporate finance and financial markets. Applies strong financial planning and analytical skills to inform senior management of key trends and reduce company expenditures by more than \$255,000. Operates with a strong sense of urgency and thrives in a fast-paced setting. **Fluent in Spanish. Core competencies include:**

Financial Reporting • Project Management • Financial Analysis • Financial Statements • Statistical Analysis
Corporate Finance & Financial Services • Market Analysis • Client Relations • Strategic Planning • Forecasting

PROFESSIONAL EXPERIENCE

COMPANY ABC • New York, NY • 2010 – Present

One of the largest global pharmaceutical companies, producing a portfolio of products and medicines that support wellness and prevention, as well as treatment and cures for diseases across a broad range of therapeutic areas.

Financial Analyst

Prepares financial presentations for senior management by incorporating new and existing reports along with analysis of business trends for Company ABC's \$2.1 billion Nutrition segment. Supports the development of executive reports, presentations and ad-hoc reporting capabilities. Formulates annual operating budgets and monthly forecasts, and tracks team spending for budget exceeding \$1.3 million.

- Generated approximately \$452,000 in annual savings by employing a new procedure which streamlined the business's vendor relationships
- Improved spending reports to enhance clarity of expenses and increase efficiency for ten different groups
- Conducted financial analysis to support senior leadership with developing the business segment's long-range financial plan of more than \$30 billion over the next five years

ORGANIZATION ZYX • New York, NY • 2008 – 2010

Leading provider of investment advisory services with a core focus institutional investors such as Pension Funds, Endowment Funds, and Foundations, and high net worth individuals.

Performance Analyst

Responsible for conducting quantitative analysis of index statistics and market data, performing benchmark analysis, and compiling performance data for more than ten Pension Fund clients ranging in value from \$15 million to \$1.2 billion. Utilizes in-house financial software systems to provide analytical, financial and presentation support for the account management activities surrounding quarterly earnings meetings and ad hoc monthly reports.

- Within first three weeks in the organization, took on and organized one of the company's largest clients, valued at \$1.2 billion with more than 100 money managers.
- Increased data mining 62% by creating a more efficient process to collect information from money managers.
- Reorganized and streamlined database of global indices to provide intra-quarterly returns.

EDUCATION

Bachelor of Science in Business Administration (*cum laude*)
SYRACUSE UNIVERSITY • Syracuse, NY • 2008

TECHNICAL SKILLS

Proficient in Microsoft Office Suite: advanced Excel • Word • Power Point • Outlook • Access
QuickBooks software • In-house proprietary financial software • SAP



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RESUME - KEY POINTS TO REMEMBER

Well spaced, use
sections and
headlines

No errors –
(‘Pubic Advisor’)

Clear headings
Simple language,
short sentences

Concise but
quality biodata

Key information,
no cutting and
pasting

2-3 pages, Arial,
size 10-12

Clean/spacious

Not essay –
bullet points

Consistent
formatting

First things first

Reverse
chronological
order

Save in PDF
format. Save with
your name

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KEY RESUME TIPS

- Focus on “achievements” NOT just “history”
- Provide evidence of how your experience has shaped your skills
- Demonstrate the benefit of your skills and key strengths
- **Show the linkage** between what you have done and what the role requires!
- Use a resume builder (MyMQ Career Zone: <https://mquniversity.careercentre.me/u/mean9n5f>) or [Resume Assistant](#)
- Submit your draft resume through CV360 for feedback



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HOMEWORK

Homework: Watch Resume Video



Questions?

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COVER LETTER - PURPOSE

- To introduce you and your resume to an employer, and to **show enthusiasm** for the role!
- To address **selection requirements** and give you the opportunity to draw your reader's attention to specific qualifications/skills
- To show **understanding** of the organisation
- To provide a sample of your **written communication** skills



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COVER LETTER FORMAT

Your name
Your address
Your phone and Email

Date

Receiver's name
Receiver's position, Company
Address

Dear Receiver's name/Sir/Madam,

Re: Title and reference number of the position for which you're applying

Paragraph 1- Position

Indicate your interest in applying for the position

Paragraph 2 – Qualifications:

Address the selection criteria and use supporting statements with ref to your degree, skills, knowledge gained. Can mention GPA, subjects, awards, scholarships

Paragraph 3 – Employment, work experience, volunteering, extracurricular activities

Highlight your main skills/abilities you can bring to the role and your relevant personal qualities/attributes. Refer to previous employment and skills gained.

Backup with examples and evidence.

Paragraph 4 – Show research of organization

Explain why you are interested in the job/role/company. Show insightful research of company. Avoid quoting from their website. Possibly mention Organizational values, strategic direction or culture. Find one interesting fact, say why this appeals to you.

Paragraph 5 – Thank you

Advise on your availability for an interview. Thank them for their consideration of your application.

Yours sincerely (Yours faithfully for unnamed letters),

Your name

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SELECTION CRITERIA

Essential and desirable personal qualities, qualifications, skills, knowledge, abilities and experience that are required in a role.

Purpose: to compare applicants accurately and consistently and to assess writing skills. **Your application will be measured against others on the basis of these!**

Selection Criteria

To be considered for this position, applicants will demonstrate the below requirements in their CV and a 1 - 2 page cover letter:

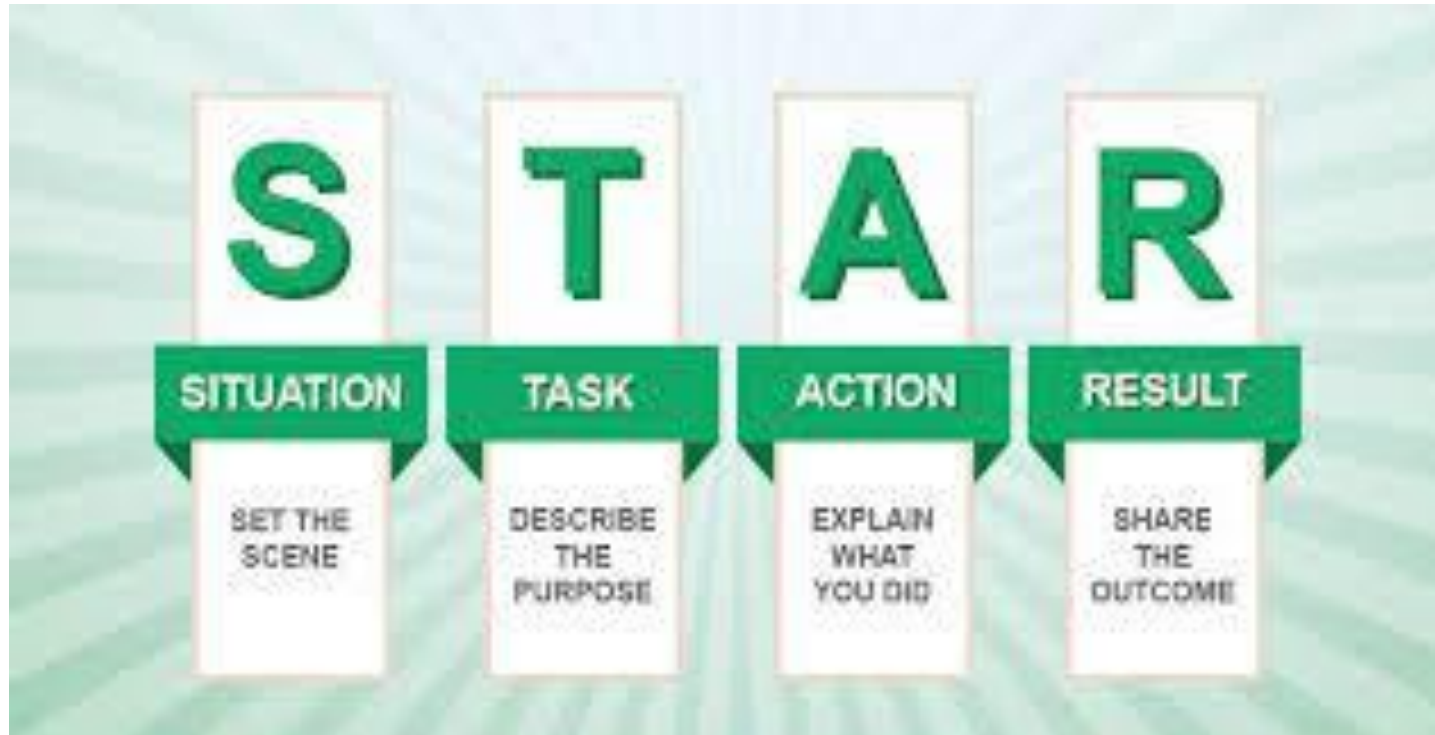
- Aboriginality.
- Tertiary qualifications and/or extensive Aboriginal or Torres Strait Islander student support experience within a tertiary institution.
- Demonstrated experience working in student administration or student support services roles.
- Proven interpersonal skills and experience building and maintaining relationships with stakeholders.
- Well-developed analytical and problem solving skills.
- Demonstrated competence using Microsoft Office and online information resources.

Position Description: [Aboriginal Student Engagement Coordinator](#)

Macquarie University Indigenous Strategy (2016-2025): [Indigenous Strategy 2016-2025](#)

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STAR TECHNIQUE FOR SELECTION CRITERIA



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HOMework

- Review and if necessary, rewrite your resume. If needed, book in for an appointment (via CareerHub) – Workbook Section 9 page 4
- Think of potential referees – Workbook Section 10 page 5
- Write a tailored cover letter to a job ad that you have selected – Workbook Section 11 page 5

Questions?

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THE RECRUITER ACADEMY

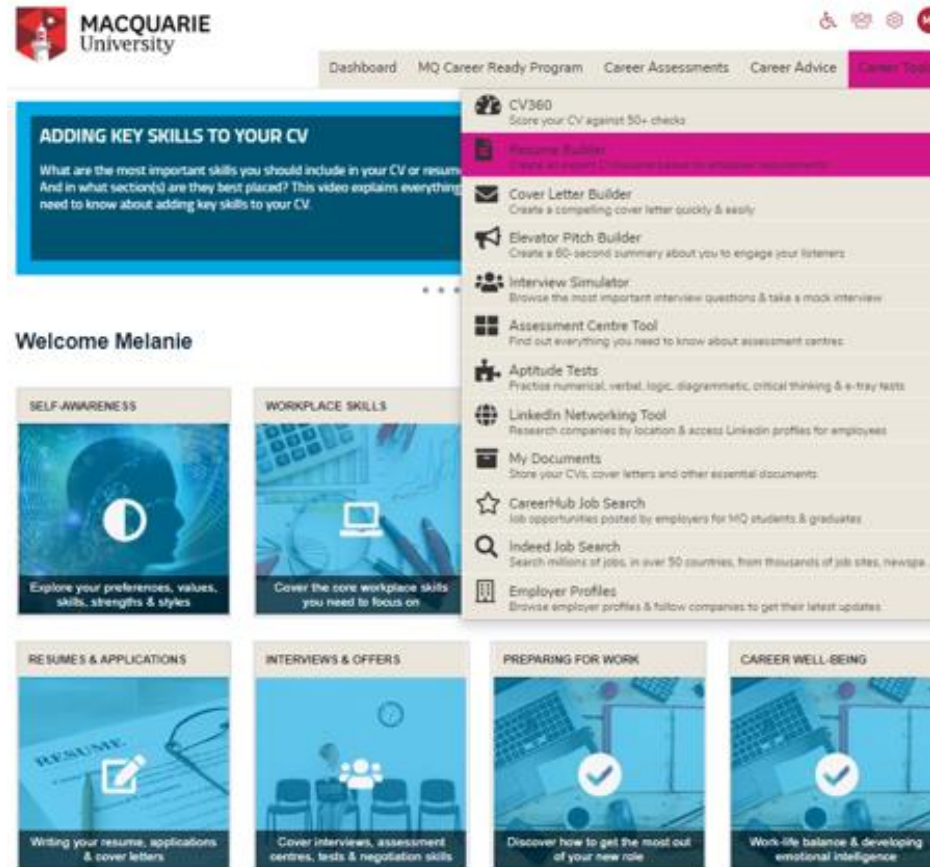
BE THE RECRUITER EXERCISE – 10 min

- Refer to the documents emailed to you before Workshop 2
- You are the recruiter Panel for “Pro Publishing”
- Read the provided job ad carefully, then each of the applications.
- Who would you invite for an interview? Select the 2 best candidates for the job and note your results in your workbook. Look at career **motivation, skills, experience, education, knowledge of the organisation, etc.**
- **Most importantly, have they addressed all the selection criteria?**
 - What did you like about the chosen applicant’s resumes and cover letters?
 - Were there any you were undecided about? Why?
 - What should be improved on the applicants resumes you did not choose?
- **HOMEWORK Make notes Workbook Section 12 page 6)**
- Be prepared to discuss your choices with your group in Workshop 3.



PROFESSIONAL DEVELOPMENT PROGRAM

ONLINE RESOURCES



The screenshot displays the Macquarie University Career Ready Program dashboard. At the top, the Macquarie University logo is on the left, and navigation links for Dashboard, MQ Career Ready Program, Career Assessments, Career Advice, and Career Tools are on the right. A sidebar on the right lists various tools: CV360, Resume Builder, Cover Letter Builder, Elevator Pitch Builder, Interview Simulator, Assessment Centre Tool, Aptitude Tests, LinkedIn Networking Tool, My Documents, CareerHub Job Search, Indeed Job Search, and Employer Profiles. The main content area features a video titled 'ADDING KEY SKILLS TO YOUR CV' and a 'Welcome Melanie' message. Below this, there are four categories of resources: SELF-AWARENESS, WORKPLACE SKILLS, RESUMES & APPLICATIONS, and INTERVIEWS & OFFERS. Each category has a corresponding icon and a brief description of the resources available.

MACQUARIE University

Dashboard | MQ Career Ready Program | Career Assessments | Career Advice | Career Tools

ADDING KEY SKILLS TO YOUR CV

What are the most important skills you should include in your CV or resume? And in what section(s) are they best placed? This video explains everything you need to know about adding key skills to your CV.

Welcome Melanie

SELF-AWARENESS

Explore your preferences, values, skills, strengths & styles

WORKPLACE SKILLS

Cover the core workplace skills you need to focus on

RESUMES & APPLICATIONS

Writing your resume, applications & cover letters

INTERVIEWS & OFFERS

Cover interviews, assessment centres, tests & negotiation skills

PREPARING FOR WORK

Discover how to get the most out of your new role

CAREER WELL-BEING

Work-life balance & developing emotional intelligence

CV360
Score your CV against 50+ checks

Resume Builder
Create an expert CV tailored to employer requirements

Cover Letter Builder
Create a compelling cover letter quickly & easily

Elevator Pitch Builder
Create a 60-second summary about you to engage your listeners

Interview Simulator
Browse the most important interview questions & take a mock interview

Assessment Centre Tool
Find out everything you need to know about assessment centres

Aptitude Tests
Practice numerical, verbal, logic, diagrammatic, critical thinking & e-tray tests

LinkedIn Networking Tool
Research companies by location & access LinkedIn profiles for employees

My Documents
Store your CVs, cover letters and other essential documents

CareerHub Job Search
Job opportunities posted by employers for MQ students & graduates

Indeed Job Search
Search millions of jobs in over 50 countries, from thousands of job sites, newspapers & more

Employer Profiles
Browse employer profiles & follow companies to get their latest updates

Reflection

PROFESSIONAL DEVELOPMENT PROGRAM



WORKSHOP 3 AND RESOURCES

- Next workshop: Wednesday, 1 September 2021

Contacts:

Vicki George: vicki.george@mq.edu.au or 9850 7372

Jen O'Donovan: jen.odonovan@mq.edu.au or 9850 7372

MQ Professional Development Program Resources:

[2021 Program - Professional Development Program | MQ Sydney](#)

Careers website: [Careers - Get Career Ready | MQ Sydney](#)

CareerHub: <https://www.careerhub.mq.edu.au/>

MyMQ Career Zone: www.careerzone.mq.edu.au

PROFESSIONAL DEVELOPMENT PROGRAM

CAREER AND EMPLOYMENT SERVICE



QUESTIONS?